

*To be completed at Central Kitchen*

Date \_\_\_\_\_

☐ After School Snack

Time Sent:

Comments:

*Before Second Servings.		
<b>Age/Grades</b>	<b>Number of Meals Served</b>	<b>Time Food Received</b> _____
Age/Grades _____	_____	Hostess: Return completed form to central kitchen daily.
Age/Grades _____	_____	
Age/Grades _____	_____	
Total Student Meals	_____	
Total Adult/Other Meals	_____	
Total Meals Served	_____	_____ Signature of Hostess

## RECEIVING SCHOOL RECORD INSTRUCTIONS

Receiving school records must be maintained for each receiving school. Each completed record will reflect the total numbers of meals served, that sufficient food was provided, and that proper food temperatures were maintained.

### **The Central Kitchen will complete:**

1. the name of the receiving school and the date,
2. the type of meal to be transported,
3. the estimated participation count,
4. the time the food was sent,
5. the menu,
6. the menu components, and
7. the serving size, servings per pan, and pan count (number of pans to the receiving schools[s]).

### **The Receiving School will complete (shaded area):**

- (R8) the time the food was received,
- (R9) the temperature of the hot and cold food items. Check to be sure the temperature is within the acceptable range for the hot and cold items (i.e., potato salad 35 to 45 degrees; turkey casserole 140 to 165 degrees),
- (R10) the quantity of food received. The amount of food sent (Pan Count – Item 7) and the amount of food received (Amount Rec'd – Item R10) should be the same,
- (R11) the number of students and adults served full quantities of the components. If offer vs. serve is used, full quantities of at least three items must be served to each student,
- (R12) the quantity of each component that is left over or short. If sufficient quantities were not sent, record the number of servings that were short, and
- (R13) the process of returning the signed form to the Central Kitchen.